

November 28, 1989

1. Transmitted is a revision to Veterans Health Services and Research Administration Manual M-8, "Academic Affairs," Part I, Chapters 1 through 5. Brackets have not been used to indicate the changes.

2. Principal changes are:

a. **Paragraph 2.03b (4):** Authority to review and approve all standard programmatic Memorandums of Affiliation for all associated health professions affiliated education programs (app. 2C agreements) is delegated to facility directors.

b. **Chapter 6:** Chapter 6, "Agreements with Federal Reserve and State National Guard Military Units," has been deleted.

c. **Chapter 7:** Chapter 7, "Education and Training Agreements with Units of the Department of Defense for Active Duty Military Personnel and Reserve Personnel," has been deleted.

d. Program guidelines relating to education and training agreements between VA and DOD are now contained in M-1, part I, paragraph 1.125.

3. Filing Instructions

Remove pages

Cover through vi
1-i through 7-3

Insert pages

Cover through v
1-i through 5-2

4. **RESCISSIONS:** M-8, part I, chapter 1, dated August 14, 1978, and changes 1 through 16; Interim issues 10-79-20 and 10-80-22. Partial rescission of VHS&RA Circular 10-89-19, paragraph 3.02 (d)(2)(a).

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Chief Medical Director

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**Department of
Veterans Affairs**

ACADEMIC AFFAIRS

M-8, Part I
November 28, 1989
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Veterans Health Services and
Research Administration

The Department of Veterans Affairs, Veterans Health Services and Research Administration Manual M-8, "Academic Affairs," Part I, "General," is published for the compliance of all concerned.

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RESCISSIONS

The following material is rescinded.

1. COMPLETE RESCISSIONS

a. Manuals

M-3, part II, chapter 1

M-8, part I, changes 1 through 16

b. Interim Issues

II 10-78-8

II 10-79-20

II 10-80-22

II 10-80-68

c. VHS&RA Circulars

10-83-193

10-84-211 and supplement No. 1

10-85-177

2. Partial Rescission

VHS&RA Circular 10-89-19, paragraph 3.02(d)(2)(a)

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CHAPTER 1. INTRODUCTION

1.01 PURPOSE

The purpose of this manual is to delineate the basic mission, goals, and objectives for the conduct of education and training programs within VHS&RA (Veterans Health Services and Research Administration) as carried out by health care facilities.

1.02 AUTHORITY

a. **Basic.** The basic authority for the conduct of education and training programs and activities in VHS&RA is contained in 38 U.S.C. chs. 73 and 81 (subch. IV) which include the enabling legislation for such activities.

b. **Legislative Highlights.** The major items of legislation authorizing education and training in VHS&RA include: Pub. L. 293, 79th Congress, establishing a Department of Medicine and Surgery in the Veterans Administration; Pub. L. 89-785, "Veterans Hospitalization and Medical Services Modernization Amendments of 1966," including the exchange of medical information; Pub. L. 92-541, "Veterans Administration Medical School Assistance and Health Manpower Training Act of 1972," including Regional Medical Education Centers; Pub. L. 93-82, "Veterans Health Care Expansion Act of 1973," including education and training of health service personnel; Pub. L. 96-151, "Veterans Health Programs Extension and Improvement Act of 1979," including agreements with public and nonprofit private institutions, organizations, corporations, and other entities concerning cooperative health care personnel education programs; Pub. L. 96-330, "Veterans Administration Health Care Amendments of 1980" and Pub. L. 97-251, "Veterans Administration Health Care Programs Improvement and Extension Act of 1982," including the health professional scholarship program. Other education and training activities in VHS&RA are authorized by Pub. L. 85-507, "Government Employees Training Act," as contained in 5 U.S.C. ch. 41.

1.03 MISSION AND GOALS

a. **Mission.** The primary and overriding rationale for health care education and training activities in VHS&RA is improved care of the veteran patient. Further to this goal, VHS&RA is directed by statute to "... assist in providing an adequate supply of health personnel to the Nation" This is accomplished in large measure by VA (Department of Veterans Affairs) participation in the patient care component of clinical training programs of educational institutions affiliated with VA.

b. **Goals.** The benefits for VHS&RA and its patients are derived from participation in health care education and training through the accomplishment of:

(1) Enhanced ability to attract and retain health care personnel qualified to provide the highest quality of health care and services;

(2) Maintenance and continued development of professional competence and skills, and the increased challenge and professional satisfaction afforded by the teacher-student relationship;

(3) Appropriate recognition by the medical and academic communities and the public of the role of VHS&RA in the patient care, health care education and training, and research efforts of the Nation;

(4) Utilization of VHS&RA professional resources and clinical facilities to assist in providing an adequate supply of health care personnel to the Nation.

1.04 ORGANIZATION OF THE OFFICE OF THE ACMD FOR ACADEMIC AFFAIRS

The organization of the office of the ACMD for Academic Affairs to the service level is contained in VA Organization Manual M-00-1.

1.05 ADVISORY BODIES

a. **Subcommittee on Academic Affairs, SMAG (Special Medical Advisory Group).** SMAG is mandated by statute codified in 38 U.S.C. 4112, and is composed of non-VA health experts who report to the Secretary of the Department of Veterans Affairs, through the Chief Medical Director, and to the Chief Medical Director directly. SMAG assists in the advancement of the functions of the VHS&RA. Its scope includes review and recommendations concerning all matters pertinent to VHS&RA programs of medical care and treatment, education and training of health care personnel, and research.

b. **AAAC (Academic Affairs Advisory Council).** The AAAC is composed of VHS&RA field personnel selected for expertise and experience in education and training. On request, the Council provides advice and guidance to the ACMD for Academic Affairs.

1.06 EVALUATION OF EDUCATION AND TRAINING ACTIVITIES IN VA HEALTH CARE FACILITIES

a. **General.** Systematic program evaluations will be conducted on a continuing basis to assure that the education and training programs in VA health care facilities meet specified objectives and that allocated resources are being effectively utilized.

b. **Application.** In program areas where national accreditation bodies exist, individual programs will be subject to evaluation by duly established and recognized accrediting bodies. Each organizational component of the Office of Academic Affairs responsible for a given program may develop, when the responsible unit deems it appropriate, evaluative mechanisms to complement such nationally promulgated program criteria, and may establish criteria specifically relevant to VHS&RA goals and objectives for participation in education programs. The criteria are used for review and approval of new and renewed educational programs. Where developed, these criteria, reports, and other administrative mechanisms are detailed in appropriate parts and chapters of this manual. The periodic evaluation of education and training activities is not intended to replace or conflict with other established departmental and agency plans and programs relative to the evaluation of medical care (see par. 2.09).

1.07 GIFTS OR DONATIONS FOR EDUCATION PURPOSES

a. Gifts or donations may be received for education purposes in the General Post Fund with the approval of the facility's Education Committee (see par. 3.05) and the facility Director. This includes equipment, supplies, and funds from nonprofit organizations, private donors, and companies.

b. The acceptance and use of all gifts or donations must be in accordance with policies and procedures contained in MP-4, part V and VHS&RA Supplement, MP-4, part VII. The following requirements in VHS&RA Supplement, MP-4 are repeated for emphasis.

(1) Expenditures of the General Post Fund for education activities are limited to funds specifically earmarked by the donor for such purposes (see VHS&RA Supplement, MP-4, pt. VII, ch. 4).

(2) Offers of donations (whether in cash or in kind) to VA or to VA employees for official travel or other expenses of VA employees for education purposes may be accepted in any of the following circumstances:

(a) The donation is earmarked for an education project and is not exclusively for travel or related expenses of VA employees. The donation may then be accepted into the General Post Fund, and part of it may be used to pay for VA employees' travel and expenses which are essential to conduct the education project if the trip is approved by the facility Education Committee (see VHS&RA Supplement MP-4, pt. VII, ch. 4, par. 4.04n(1));

(b) The donation meets the criteria set forth in the General Post Fund manual (VHS&RA Supplement MP-4, pt. VII, ch. 4, par. 4.04n(2)) by which Central Office program officials may accept donations from professional medical organizations;

(c) The employee accepts the donation in accordance with and as approved under paragraph 9.02a, part V, of this manual; or

(d) The Agency accepts the donation or gift to defray the cost of travel associated with the agency mission of providing hospitals, domiciliaries, and outpatient facilities, and to give timely and complete care to eligible veterans. Any funds received should be credited to the account from which the employee's travel expenses were paid. (VA Manual MP-1, Pt II, Ch. 2, par. 3j(2); 38 U.S.C. 5004(f)).

All VA employees' official travel including travel supported by donations to VA must be performed in accordance with existing VA directives and Federal Travel Regulations.

(3) Directors or their designees will express in writing their appreciation of any gift or donation accepted and will acknowledge "with thanks" offers that cannot be accepted, indicating reasons for nonacceptance (see VHS&RA Supplement MP-4, pt. VII, ch. 4).

(4) Officials and employees of VA will not solicit contributions from the public under 38 U.S.C. 5004(f) or authorize the use of their names, the name of the Secretary, or the name of VA by any individual or organization in any campaign for money or articles to be donated to VA whether under 38 U.S.C. ch. 83 or 38 U.S.C. 5004(f). This restriction does not preclude discussion with the individual offering a gift relative to the appropriateness of the gift, nor does it preclude solicitations which are not designed to augment appropriations, e.g., solicitation of contributions to the General Post Fund for the benefit of hospitalized veterans under 38 U.S.C. 5101.

(5) Employees may not be journalized to the General Post Fund and direct expenditures will not be made from the fund for personal services and benefits. Where personal services are required to accomplish the purposes specified by the donor, the appropriation from which the employee is paid will be reimbursed from the General Post Fund for the actual personal services and benefits expense (see VHS&RA Supplement MP-4, pt. VII, ch. 4).

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CHAPTER 2. AFFILIATIONS WITH ACADEMIC INSTITUTIONS

2.01 GENERAL

a. VHS&RA strongly supports a broad policy of cooperation and professional interchange with educational institutions, especially those which actively support research. This policy is based on the premise that the best level of health care is provided in an environment in which the spirit of inquiry and investigation exists in combination with teaching and learning. Experience since 1946 has confirmed validity of this policy. Implementation of this policy is the responsibility of the ACMD for Academic Affairs but is to be carried out by all VHS&RA personnel.

b. Affiliations with educational institutions have developed to the mutual advantage of VHS&RA and those institutions. The methods for accomplishing educational objectives are essentially the same as those for accomplishing patient care objectives.

c. In any affiliation with a VA health care facility, the academic institution accepts responsibility for education and training programs which originate at that institution and in which there is mutual involvement.

d. In all affiliated relationships, VA retains full responsibility for the care of its patients, including all administrative and professional functions.

e. The benefits of academic affiliations are of such significance that VA discourages the initiation or continuance of free-standing training programs in its health care facilities. However, a free-standing training program may be acceptable when unique local circumstances demonstrate its benefit to the facility and the community.

f. It is VHS&RA policy (1) to establish no new multiple medical school affiliations, i.e., one VA health care facility affiliated with more than one medical school, and (2) that recommendations for changing the scope and intensity of an existing affiliation or establishing a new affiliation will be a function of the Chief Medical Director's Affiliation Steering Committee and the Medical District Initiated Program Planning process.

2.02 OBJECTIVES

a. The objectives of affiliations with educational institutions, as defined in paragraphs 2.03 and 2.04 below, include: assisting in the recruitment of the most qualified staff (full-time and part-time); creating a patient care environment characterized by an atmosphere of inquiry; and maintaining and improving the quality of health care of veteran patients. One result will be providing for improved veteran-patient care by assisting in providing an adequate supply of health care personnel for VA and the Nation. These objectives are to be accomplished within the context of the overall mission and goals of VHS&RA, participation in education and training programs described in chapter 1.

b. Affiliations are expected to augment the professional and technical resources of both VA facility and the affiliating institution by: increasing the potential for attracting and retaining a VA professional and technical staff of the highest caliber; ensuring the

continuing competence of VA health professionals by providing the professional and intellectual challenge characteristic of educational environments; and providing coordinated educational programs that will assist in the production of the best quality of health care personnel, including providing for their continuing education and career development.

c. The following specific objectives can be best achieved through development of programs that are educationally integrated with those of affiliated academic institutions:

- (1) Formulation of appropriate objectives, curriculum design, and program evaluation;
- (2) Selection of well-qualified students/trainees;
- (3) Optimal use of VHS&RA educational resources and those of the affiliated educational institutions;
- (4) Recognition of VHS&RA participation in educational programs by duly recognized accrediting bodies and agencies.

2.03 TYPES OF AFFILIATIONS AND AFFILIATION AGREEMENTS

VA recognizes two types of affiliations--institutional and programmatic.

a. Institutional Affiliations

(1) **Definition.** A VA facility affiliated with a medical and/or dental school for the purpose of conducting graduate and undergraduate programs of medical and/or dental education.

(2) **Programs.** Any medical and/or dental residency and/or clinical clerkship approved by the authorized accrediting body recognized by VA* may be included among the educational programs offered through the affiliation.

(3) **MA (Memorandum of Affiliation).** The document required to establish an institutional affiliation will conform to the language and format approved by VA General Counsel, appearing in appendix 2A. Any deviation from this format must be reviewed and approved by the ACMD for Academic Affairs and the General Counsel.

(4) **Approval.** An MA with a medical and/or dental school requires the approval of the ACMD for Academic Affairs and the Chief Medical Director.

**Authorized accrediting bodies recognized by VA for medical, dental, or osteopathic postgraduate training are: the ACGME (Accreditation Council for Graduate Medical Education); the Council on Dental Education, Commission on Accreditation, American Dental Association; and the Committee on Postdoctoral Training, American Osteopathic Association. Authorized accrediting bodies recognized by VA for undergraduate clinical clerkship training and other medical/dental/osteopathic education and training are the LCME (Liaison Committee on Medical Education); the Council on Dental Education, Commission on Accreditation, American Dental Association; and the Bureau of Professional Education, American Osteopathic Association.*

(5) **Multiple Affiliations.** It is VHS&RA policy that no new multiple institutional affiliations with medical schools be established, i.e., one VA facility affiliated with more than one medical school. A VA facility may have full institutional affiliations (app. 2A) with both one medical school and one dental school.

(6) **Scope and Intensity of Affiliation.** Recommendations for significant changes in the scope and intensity of an existing affiliation or establishing a new affiliation will be reviewed as a part of the Medical District Initiated Program Planning process, by the ACMD for Academic Affairs, and by the Chief Medical Director's Affiliation Steering Committee. Significant changes are defined periodically by the Chief Medical Director. Their reviews and recommendations will be submitted for the consideration of the Chief Medical Director.

b. Program (Department) Affiliations

(1) **Definition.** A VA facility affiliated with an educational institution for the purpose of conducting a graduate or undergraduate program of education and training in any associated health profession or occupation, or in any single, limited medical or dental graduate or undergraduate educational program, e.g., a neurology residency program.

(2) **Programs.** Any program of education and training approved by the authorized and recognized accrediting body for the discipline may be the subject of a program affiliation.

(3) **Memorandum of Affiliation.** The document required to establish a program affiliation will conform to the language and format approved by VA General Counsel, appearing in appendix 2B or 2C. Any deviation from these formats must be reviewed and approved by the ACMD for Academic Affairs and by the General Counsel. Appendix 2B is used when a VA medical center helps train students from another institution. A pre-printed VA Form 10-0094 is available for 2B agreements. Appendix 2C is used when another institution helps train students from an accredited VA program.

(4) **Approval.** Facility Directors are authorized to review and approve all standard programmatic Memorandums of Affiliation (app. 2B and 2C agreements) for all associated health professions affiliated education programs.

2.04 RELATIONSHIPS WITH MEDICAL SCHOOLS

NOTE: *For purposes of this manual, the term "medical schools" includes colleges and schools of osteopathy unless specifically differentiated.*

a. The philosophy, statement of objectives, and definition of responsibility contained in Policy Memorandum No. 2, January 30, 1946, (see app. 2D) have been vital in molding relationships with medical schools with respect to care of patients, graduate education and training, and operation of VA facilities. Pertinent provisions of that memorandum are incorporated in this chapter to afford consistent interpretation and dissemination of policies and procedures.

b. The concepts and objectives discussed in the foregoing paragraphs of this chapter govern the establishment of affiliations with medical schools and other educational institutions. The following parts of this paragraph affect affiliations with medical schools in particular.

(1) When a medical school is involved in VA-based training programs in association with the academic institution of which it is a part, it will:

(a) Organize and nominate to VA facility Director, a Committee of Deans (Deans Committee) composed of Deans, senior faculty members from appropriate departments and divisions of the medical school and other involved health professional schools which will cooperate in the affiliation. (See par. 3.02 for the committee appointments and procedures.)

(b) Nominate to VA facility Director a staff of consulting and attending specialists in the number and with the qualifications agreed to by the Deans Committee and VA.

(c) Participate in the supervision of the education and training programs of VA and such programs as are operated jointly by VA and the schools affiliated with VA health care facility.

(d) Nominate all physician and dentist trainees and other health care trainees with the qualifications agreed to by the Deans Committee, the affiliated educational institution and VA.

(2) VA will

(a) Operate and administer the facility.

(b) Appoint qualified physicians and dentists to the full-time and regular part-time staff of the facility. Nominations to the Director by the Deans Committee for full-time and regular part-time positions will be welcomed. The regularly appointed staff, including the chiefs of services, are fully responsible to their immediate superiors in VA.

(c) Appoint the attending and consulting staff and the physician, dentist and other trainees nominated by the Deans Committee and approved by VA. Individuals thus appointed are fully responsible to their immediate superiors in VA for their patient care activities carried out in VA facilities.

(d) Cooperate fully with the affiliated health professional schools in the conduct of appropriate accredited programs of education and training.

(3) Health care facility Directors will

(a) Be fully responsible for the operation of their health care facility.

(b) Cooperate with the Deans Committee in the conduct of education and training programs.

(4) VA Chiefs of Staff will

(a) Be responsible to VA medical center Director for the professional health care operations of the facility.

(b) Cooperate closely with the Deans Committee and the affiliated educational institutions in the direction and conduct of education and training programs.

(5) Chiefs of services will

(a) Be responsible to their superiors in VA for the conduct of their services.

(b) With the assistance of the health care facility staff, and in cooperation with the consulting and attending staff, assist faculty members in the supervision of the education and training programs within their respective services.

(6) Full-time and part-time staff will

- (a) Be responsible to their superiors in VA for the discharge of their assigned responsibilities.
- (b) Participate in the education and training programs within their respective services.

(7) Attending staff will

- (a) Be responsible to the respective chiefs of VA health care facility services.
- (b) Accept full responsibility for the proper care and treatment of patients in their charge.
- (c) Cooperate in achieving the curricular objectives of the educational programs in which they participate.
- (d) Hold faculty appointments in one of the affiliated schools, or be outstanding members of the profession with equivalent qualifications acceptable to VA.

(8) Consultants will

- (a) Be members of the faculty, of professorial rank or have equivalent professional qualifications acceptable to VA.
- (b) As representatives of the medical schools, participate in, and assume appropriate responsibility for, the education and training programs of VA facility.
- (c) Make available to the Director, Chief of Staff, and the appropriate chiefs of services the benefit of their professional advice and counsel.

2.05 RELATIONSHIPS WITH DENTAL SCHOOLS

- a. All considerations bearing upon the desirability and practical advantage of VA-medical school relations apply with equal force to Dental Services and their relationship to schools of dentistry. Hence, an analogous system of cooperation between VA facilities and schools of dentistry is encouraged wherever feasible.
- b. Where affiliation with a medical school exists, the appointment of a dental member(s) to the Deans Committee will be recommended by the chairperson of the Deans Committee concerned. Appointments will be made by VA facility Director, as appropriate, in response to nomination as prescribed for all appointments to the Deans Committee.
- c. In VA facilities having a dental residency training program, a Dental Training Subcommittee may be appointed by the chairperson of the Deans Committee in response to recommendations from the dental member(s) of the committee. The Dental Training Subcommittee will be responsible to the Deans Committee.

2.06 RELATIONSHIPS WITH OTHER ACADEMIC INSTITUTIONS AND AGENCIES

- a. **General.** The concepts and objectives discussed in paragraphs 2.01, 2.02, and 2.03 are applicable in establishing and maintaining training relationships with educational institutions other than medical and dental schools.
- b. **Division of Responsibilities.** In establishing relationships with academic institutions and/or other public or nonprofit agencies to provide educational programs for associated health professions trainees, VA facility is committed to offering appropriate experience under qualified supervision in the trainees' respective disciplines. The educational institution will retain primary responsibility for the academic phase of the curriculum and for collaborating with VA in the clinical phases of instruction. The selection of students for VA-based portion of the curriculum will be a collaborative effort of the academic institution and VA facility.

c. **Program Implementation.** When a mutually beneficial program is agreed upon, the arrangement will be validated by following the requirements of paragraph 2.07.

d. **Supplementary Provisions.** Additional applicable supplementary policies and procedures are in part II, chapter 2.

2.07 PROGRAM REQUIREMENTS AND PROCEDURES

a. General

(1) It is VHS&RA policy to support programs that are educationally integrated with the programs of affiliated educational institutions. Approval from duly recognized accrediting bodies for such programs will ordinarily be in the name of the affiliated educational institution. Free-standing programs may be acceptable when unique local circumstances demonstrate their benefit to facilities and communities. Approval from duly recognized accrediting bodies for free-standing programs must be in the name of VA or shared with an affiliated institution.

(2) When unusual circumstances warrant that educational programs include the furnishing of practicum and/or clinical instruction to compensated trainees at a non-VA institution, such arrangements will not be initiated until the ACMD for Academic Affairs has received adequate justification for the need to utilize non-VA facilities in place of, or in addition to, VA facilities in which to conduct training. (Pt. II, ch. 1 and ch. 2.)

(3) The required MA will conform to the format presented in appendix 2A, 2B, or 2C. An institutional affiliation agreement involving a medical or dental school will conform to the format of appendix 2A. Other agreements will conform to the format of appendix 2B or 2C. Any deviation from these formats must be reviewed and approved by the ACMD for Academic Affairs and by the General Counsel.

b. Institutional Affiliations Agreements

(1) See paragraph 2.03a.

(2) An MA with a medical and/or dental school requires the approval of the ACMD for Academic Affairs and the Chief Medical Director.

(3) Policies relating to the establishment and administration of residency and clinical clerkship training programs in medicine and dentistry are outlined in part II, chapter 1.

c. Program (Department) Affiliations

(1) See paragraph 2.03b.

(2) An MA (app. 2B or 2C) with an educational institution for the sole purpose of establishing a program affiliation requires the approval of the ACMD for Academic Affairs, except as noted in paragraph 2.03b(4):

(a) At institutions where a Vice President for Health Sciences or comparable position exists, a single MA may cover all affiliated programs under the Vice President's jurisdiction.

(b) For the health professional schools not under the jurisdiction of a Vice President for Health Sciences, or comparable position, the Dean of the health professional school may sign a single MA (app. 2B or 2C) for VA affiliated programs.

(c) Multiple programs which are included under a single MA must be listed in an appendix affixed to the memorandum.

(d) Where a common educational program is conducted by the same institution with more than one VA facility, a single MA may be executed between the institution and VA facilities involved, with each Director cosigning the memorandum.

(3) Policies relating to the establishment and maintenance of clinical education activities affiliated with undergraduate and graduate educational programs for trainees in associated health care professions are contained in part II, chapter 2.

d. Discrimination Prohibited. All institutions affiliating with a VA health care facility must comply with the provisions of Title VI of the Civil Rights Act of 1964; Title IX of Pub. L. 92-318, the Education Amendment Act of 1972; Section 504 of the Rehabilitation Act of 1973; and Title III of the Older American Amendments of 1975.

2.08 (RESERVED.)

2.09 REVIEW OF FACILITY PROGRAMS AND AFFILIATIONS

Reviews of educational programs and affiliated programs by the Office of Academic Affairs will be undertaken when necessary and may be used in determining the provision of resources. Reviews may be a basis for recommendations concerning the continuation of an affiliation, judged by the effectiveness of the interinstitutional relationship(s) and the benefit to each of the partners.

MEMORANDUM OF AFFILIATION

BETWEEN

DEPARTMENT OF VETERANS AFFAIRS MEDICAL CENTER, (City, State, Zip)

AND

(Name of Medical or Dental School)

This agreement, when duly executed and approved by VA (Department of Veterans Affairs), authorizes VA facility to affiliate with the (name of medical or dental school) for the purposes of education and training. The school accepts responsibility for the integrated education and training programs conducted with VA facility. VA retains full responsibility for the care of patients, including all administrative and professional functions pertaining thereto. Responsibilities shall be divided as follows:

1. The (name of medical or dental school) at (location)

a. Will organize and nominate to VA facility Director, a Committee of Deans (Deans Committee) composed of Deans, senior faculty members from appropriate divisions of the medical or dental school and other involved health professional schools which will cooperate in the affiliation.

NOTE: *When a separate dental affiliation is in order, the following will be substituted for paragraph 1.a.: "Will, on request of the Chairperson, be represented on the Committee of Deans."*

b. Will nominate to VA facility Director a staff of consulting and attending specialists in the number and with the qualifications agreed to by the Deans Committee and VA.

c. Will participate, through the Director and the staff of consulting and attending specialists, in the supervision of the integrated education and training programs of VA and such programs as are operated jointly by VA and the schools affiliated with VA health care facility. VA staff members who are also faculty members will be responsible for student and house staff supervision for educational purposes, but can delegate responsibility to nonfaculty VA staff members under unusual circumstances.

d. Will nominate all physicians and dentists for intern, resident, and other graduate education and training programs operated jointly by VA medical center and the affiliated school(s), with the qualifications agreed upon by the Deans Committee and VA.

2. Department of Veterans Affairs

a. Will operate and manage VA facility.

b. Will appoint qualified physicians, dentists, and other health care professionals, as appropriate, to full-time and regular part-time staff of the facility. Nominations to VA facility Director by the Deans Committee for full-time and regular part-time positions will be welcomed. The regularly appointed staff, including chiefs of service, are fully responsible to their immediate supervisors in VA.

c. Will consider for appointment the attending and consulting staff and the physician and dentist trainees nominated by the schools and recommended by the Deans Committee.

d. Will cooperate with the (name of medical or dental school) in the conduct of appropriate programs of education, training and research.

3. Director, VA Medical Center

a. Will be fully responsible for the operation of VA facility.

b. Will cooperate with the Deans Committee in the conduct of education and training programs and in the evaluation of all participating individuals and groups.

4. VA Chief of Staff

a. Will be responsible to the Director for the professional health care operations of the facility.

b. Will cooperate with the Deans Committee and the affiliated educational institutions in the direction and conduct of the education and training programs.

5. Chiefs of Services

a. Will be responsible to their superiors in VA for the conduct of their services.

b. Will, with the assistance of the health care facility staff, and in cooperation with consulting and attending staff, assist faculty members in the supervision of the education and training programs which are the subject of this agreement and which are within their respective services.

6. Full-time and Part-time Staff

a. Will be responsible to their supervisors in VA for the discharge of their responsibilities.

b. Will participate in the education and training programs within their respective services. Those staff with faculty appointments will be responsible for the supervision of the education of students and house staff on their service, and only may delegate supervision to nonfaculty full- or part-time staff in unusual circumstances.

7. Attending Staff

a. Will be responsible to the respective chiefs of services.

b. Will accept responsibility for the proper care and treatment of patients in their charge including the supervision of students and house staff.

c. Will cooperate in achieving the education and training objectives of the educational programs in which they participate.

d. Will hold faculty appointments in the (name of medical or dental school), or will be outstanding members of the profession with equivalent professional qualifications acceptable to VA.

8. Consultants

- a. Will be members of the faculty, in the (name of medical or dental school), of professorial rank, or have equivalent professional qualifications acceptable to VA, and be subject to VA regulations concerning consultants.
- b. Will, as representatives of the school, participate in and be responsible for, the integrated education and training programs of the affiliated VA health care facilities, subject to current VA policy and regulations.
- c. Will make available to the Director, Chief of Staff, and the appropriate chief of service the benefit of their professional advice and counsel.

TERMS OF AGREEMENT

1. The (name of medical or dental school) complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, and Title III of the Older Americans Amendments of 1975 and all related regulations, and assures that it does not, and will not, discriminate against any person on the basis of race, color, sex, creed, national origin, age, or handicap under any program or activity receiving Federal financial assistance.
2. Nothing in this agreement is intended to be contrary to State or Federal laws. In the event of conflict between terms of this agreement and any applicable State or Federal law, that State or Federal law will supersede the terms of this agreement. In the event of conflict between State and Federal law, Federal law will govern.
3. Protection of faculty members and students of the affiliated institutions from personal liability when furnishing professional services covered by this agreement while at VA health care facility will be that which is provided under the Federal Tort Claims Act, as implemented by 38 U.S.C. 4116.
4. Periodic reviews of programs and policies will be conducted as necessary under the auspices of the ACMD for Academic Affairs.
5. This agreement may be terminated at any time by mutual consent, or on 6 months notice given by either party.

Responsible Official *(Date)*
for the School
(Name and Title)

Facility Director *(Date)*
VA Medical Center

Chief Medical Director *(Date)*
Veterans Health Services and
Research Administration

MEMORANDUM OF AFFILIATION

BETWEEN

DEPARTMENT OF VETERANS AFFAIRS MEDICAL CENTER, (City, State, Zip)

AND

(Name of Educational Affiliate, City, State, Zip)

It is mutually agreed by (Affiliate) and the Department of Veterans Affairs Medical Center (city, state) that educational experiences will be provided at VA facility for students in the following program(s):

(NB: Give full program name and academic degree anticipated; e.g., Masters Degree Program in Social Work; Associate Degree Program in Nursing; Baccalaureate Degree Program in Hospital Pharmacy; Doctoral Program in Audiology; Certificate Program for Medical Laboratory Technicians; Occupational Therapy Assistant Program, etc.)

The faculty of the (Affiliate) will assume responsibility, in coordination with VA staff, for the assignment of students. There will be coordinated planning by VA facility and the faculty members. While in VA facility, students will be subject to VA rules and regulations.

The facility will retain full responsibility for the care of patients and will maintain administrative and professional supervision of students insofar as their presence affects the operation of the facility and/or the direct and indirect care of patients. The faculty is responsible for the supervision of the education of undergraduate and graduate students and residents.

Students will receive an orientation to the facility. Faculty members and facility staff supervisors will evaluate the student's performance in mutual consultation and according to the guidelines outlined in the approved curriculum.

The (Affiliate) complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, and Title III of the Older Americans Amendments of 1975, and all related regulations, and assures that it does not, and will not, discriminate against any person on the basis of race, color, sex, creed, national origin, age or handicap under any program or activity receiving Federal financial assistance.

Nothing in the agreement is intended to be contrary to State or Federal laws. In the event of conflict between terms of this agreement and any applicable State or Federal law, that State or Federal law will supersede the terms of this agreement. In the event of conflict between State and Federal laws, Federal laws will govern.

Protection of faculty members and students of the affiliated institution from personal liability when furnishing professional services covered by this agreement while at VA health care facility will be that which is provided under the Federal Tort Claims Act, as implemented by 38 U.S.C. 4116.

Periodic reviews of programs and policies will be conducted as necessary under the auspices of the Office of Academic Affairs.

This Memorandum of Affiliation may be terminated by either party on written notice to the other (state time period) in advance of the next training experience.

Date signed _____

Name (type:)

Name of Affiliate:

Date signed _____

Name (type:)

VA Medical Center

Title of Responsible Official

Facility Director

NOTE: Use VA Form 10-0094

2A-23

2A-23

MEMORANDUM OF AFFILIATION

BETWEEN

DEPARTMENT OF VETERANS AFFAIRS MEDICAL CENTER, (City, State, Zip)

AND

(Name of Health Care Facility/Agency, City, State, Zip)

1. It is mutually agreed by the Department of Veterans Affairs Medical Center, (city, state) and (name of health care facility/agency, city, state) that practical experience for VA (residents/interns) in the (name of program) will be provided at (name of health care facility/agency, city, state).

2. VA (residency/internship) program director will assume responsibility for the selection and assignment of VA (residents/interns) to the learning experiences. There will be coordinated planning between the (name of health care facility) and the director of VA (residency/internship) program regarding scheduling and work assignments. While at (name of health care facility), VA (residents/interns) will conduct themselves in accordance with the rules and regulations of the (name of health care facility).

3. The (name of health care facility) will retain full responsibility for the care of patients and will maintain administrative and professional supervision of the (residents/interns) insofar as their presence affects its operation and/or the direct or indirect care of the patients.

4. (Residents/interns) will receive a thorough orientation to the (name of health care facility). VA Medical Center (residency/internship) program director and the (name of health care facility) staff supervisors will evaluate the (residents/interns) performance by mutual consultation according to the guidelines of the (residency/internship) program.

5. The (name of health care facility) complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, and Title III of the Older Americans Amendments of 1975, and all related regulations, and assures that it does not, and will not, discriminate against any person on the basis of race, color, sex, creed, national origin, age or handicap, under any program or activity receiving Federal financial assistance.

6. Nothing in the agreement is intended to be contrary to State or Federal laws. In the event of conflict between terms of this agreement and any applicable State or Federal law, that State or Federal law will supersede the terms of this agreement. In the event of conflict between State and Federal laws, Federal laws will govern.

7. Protection for faculty members, students, interns, and residents from personal liability, while furnishing professional services covered by this agreement in the affiliating institution, will not be covered under the Federal Tort Claims Act as implemented by 38 U.S.C. 4116.

8. Periodic reviews of program and policies will be conducted as necessary under the auspices of the Office of Academic Affairs.

9. This Memorandum of Affiliation may be terminated by either party on written notice to the other (state time period) in advance of the next training experience.

Signature for Health Care Facility: _____

Name: (To be typed)

Date Signed

Title: (To be typed)

Signature for VA Medical Center: _____

Name: (To be typed)

Date Signed

Facility Director

VA Medical Center

SUBJECT: Policy in Association of Veterans' Hospitals With Medical Schools.

1. GENERAL CONSIDERATIONS

a. Necessity for Mutual Understanding and Cooperation. The Department of Medicine and Surgery of the Veterans' Administration is embarking upon a program that is without precedent in the history of Federal hospitalization. It would, therefore, be most unusual if numerous problems did not arise for which no fully satisfactory solution were immediately apparent. Such problems frequently can be solved only by trial and error; and, until workable solutions are found, both parties in the program must exercise tolerance if the program is not to fail.

There can be no doubt of the good faith of both parties. The schools of medicine and other teaching centers are cooperating with the three-fold purpose of giving the veteran the highest quality of medical care, of affording the medical veteran the opportunity for post-graduate study which he was compelled to forego in serving his country, and of raising generally the standard of medical practice in the United States by the expression of facilities for graduate education.

The purpose of the Veterans' Administration is simple: affording the veteran a much higher standard of medical care than could be given him with a wholly full-time medical service.

The purposes of both parties being unselfish, and there being no conflict of objectives, there can be no serious disagreement over methods. It will be recognized that the Veterans' Administration is charged with certain legal responsibilities in connection with the medical care of veterans which it cannot delegate, if it would. Yet the discharge of these responsibilities need not interfere with the exercise by the schools of their prerogatives in the field of education.

All medical authorities of the Veterans' Administration will cooperate fully at all times with the representatives of associated schools and other centers. It is the earnest desire of the Acting Chief Medical Director that our relations with our colleagues be cordial as well as productive.

b. General Division of Responsibility: The Veterans' Administration retains full responsibility for the care of patients, including professional treatment, and the school of medicine accepts responsibility for all graduate education and training.

2. THE VETERANS' ADMINISTRATION

a. Operates and administers the hospital.

b. As rapidly as fully qualified men can be had, will furnish full-time chiefs of all services (see par. 5 below) who will supervise and direct the work of their respective staffs, including the part-time attending staff furnished from the School of Medicine, insofar as the professional care of patients is concerned. Nominations by Deans' Committees for such full-time positions will be welcomed; and, unless there be impelling reasons to the contrary, will be approved wherever vacancies exist. These service chiefs are fully responsible to their immediate superior in the Veterans' Administration.

c. Appoint the consultants, the part-time attending staff and the residents nominated by the Deans' Committee and approved by the Veterans' Administration.

d. Cooperate fully with the Schools of Medicine in the graduate education and training program.

3. THE SCHOOLS OF MEDICINE:

a. Will organize a Deans' Committee, composed of senior faculty members from all schools cooperating in each project, whether or not furnishing any of the attending or resident staff.

b. Will nominate an attending staff of diplomates of specialty boards in the numbers and qualifications agreed upon by the Deans' Committee and the Veterans' Administration. (See 6e)

c. Will nominate, from applicants, the residents for graduate education and training.

d. Will supervise and direct, through the Manager of the hospital and the Consultants, the training of residents.

e. Will nominate the consultants for appointment by the Veterans' Administration.

4. HOSPITAL MANAGERS:

a. Are fully responsible for the operation of their hospitals.

b. Will cooperate with the Deans' Committee, bringing to its attention any dereliction of duty on the part of any of its nominees.

5. CHIEFS OF SERVICE:

a. Are responsible to their superior in the Veterans' Administration for the conduct of their services.

b. Will bring to the attention of their superior, for his action, such cases as they are unable to deal with personally of dereliction of duty or incompetence on the part of any full-time or part-time staffs under their control.

c. Will, together with the part-time attending staff, under the direction of the Manager, supervise the education and training program.

d. When full-time employees of the Veterans' Administration, will be diplomates of their respective boards and will be acceptable to the Deans' Committee and to the specialty boards concerned. It is the urgent purpose of the Veterans' Administration to place full-time fully qualified and certified chiefs of service for all services in each hospital associated with a School of Medicine. Except in cases where the chief selected has local affiliations, which might embarrass or prejudice his relations with one or another of the associated schools, his initial assignment may not be cleared through the Deans' Committee. In all cases, when it has been conclusively demonstrated that a chief

of service cannot cooperate with a Deans' Committee, he will be transferred (if efficient otherwise) and replaced by another. Until this purpose can be fully accomplished, however, in order that a hospital may obtain approval for resident training by one or another specialty board, it may be necessary to appoint part-time chiefs of services who meet the requirements of the boards. This will be done; but it will be done with the understanding that the part-time chiefs will be replaced with qualified full-time chiefs as rapidly as they become available. The duties and responsibilities of part-time chiefs will be the same as those of full-time chiefs.

6. PART-TIME ATTENDING STAFF:

- a. Will be responsible to the respective chiefs of service.
- b. Will accept full responsibility for the proper care and treatment of patients in their charge.
- c. Will give adequate training to residents assigned to their service.
- d. Will be veterans unless approval in each case has been given by the Chief Medical Director.
- e. Will be diplomates of their respective boards and acceptable to such boards for direction of resident training. Exception may be made in the case of a veteran who has completed the first part of his board examination, but whose completion of the examination was interrupted by the exigencies of the military service.
- f. Will hold faculty appointments in one or another of the associated Schools of Medicine, or will be outstanding members of the profession of the caliber of faculty members.

7. CONSULTANTS:

- a. Will be veterans unless approval in each case has been given by the Chief Medical Director.
- b. Will be members of the faculty, of professorial rank, of one or another of the associated Schools of Medicine.
- c. Will, as representatives of the Schools of Medicine, direct and be responsible for the educational training of residents.
- d. Will afford to the Manager and the proper Chief of Service the benefit of their professional experience and counsel.
- e. Will conduct their duties through, and in cooperation with, the Manager and the proper Chief of Service, and also, in matters of education and training, with the part-time Attending Staff--always, however, coordinating with the Chief of Service.

August 22, 1980

ADDENDUM TO POLICY MEMORANDUM NO. 2

The following policy statement relates to the "GENERAL CONSIDERATIONS" portion of Policy Memorandum No. 2 dated January 30, 1946:

Historically the Department of Medicine and Surgery has been committed to provide quality care for its veteran constituency and to use all means possible to accomplish it. One highly desirable method, dating back to Policy Memorandum No. 2, has been to arrange mutually beneficial affiliations with medical schools. At the same time, affiliation with a medical school cannot be considered the only prerequisite for provision of quality care. High quality care can be and is provided by both affiliated and unaffiliated VA medical centers. DM&S remains committed to explore all avenues of providing quality care while continuing to contribute to the national requirement for health manpower production.

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CHAPTER 3. ORGANIZATION OF EDUCATION AND TRAINING ACTIVITIES IN VA FACILITIES

3.01 GENERAL

a. The education and training activities of VHS&RA are broadly integrated with programs in academic institutions throughout the country. The Chief of Staff acts on behalf of the facility Director in directing and coordinating the educational activities of the facility. To obtain optimal guidance in the conduct of these programs, Deans Committees, Medical Advisory and other committees are organized to provide the best available medical, scientific, and educational advice.

b. Deans Committees serve VA facilities affiliated with medical and dental schools. In facilities not affiliated with medical and dental schools, a Medical Advisory Committee may be established to serve in a manner similar to a Deans Committee. In addition, the Director of VA facility is required to establish an Education Committee for the purpose of providing advice in matters related to the facility's educational activities.

3.02 COMMITTEE OF DEANS (DEANS COMMITTEE)

a. **Purpose.** The primary purpose of the Committee of Deans (Deans Committee) is to advise the facility Director and the Chief Medical Director on the development, management, and evaluation of all education and research programs conducted in VA facilities affiliated with medical schools, dental schools and other schools/colleges offering programs in various disciplines of the health related professions and occupations, and to recommend measures to assure that the highest quality medical care is delivered to the veteran patients.

b. **Establishment and Composition.** Deans Committees are established by a formal memorandum of affiliation (see ch. 2) between VA facility and medical or dental school, and approved by the Chief Medical Director on behalf of the Secretary. Appointment of the members of the Committee has been delegated to VA facility Director by the Chief Medical Director (see MP-5 pt. II, ch. 2). It is comprised of deans and senior faculty members of the affiliated medical and dental schools and other academic institutions as appropriate, representative(s) of the full-time medical/dental staffs of VA facility, and such other faculty of the affiliated schools and staff of VA facility as are appropriate to consider and advise on the full range of the committee's responsibilities. Veterans service organization representation is strongly recommended. Affiliations between VA facilities and educational institutions offering programs in associated health professions other than medicine and dentistry have been highly productive. In view of the growing importance of these professional groups in modern health care, the Deans Committee is encouraged to include representatives of these schools among its membership. The selection of appropriate representatives from among the nonmedical/dental schools will be based on the nature and extent of their educational activities in VA facility. The committee membership should include representatives of those health care professions in which major training programs are conducted at VA facility.

c. **Committee Leadership.** The Dean of the affiliated medical school(s) or the Vice President of Health Affairs of the University will be the chairperson of the Deans Committee.

d. Committee Membership

(1) Voting Members

(a) Representatives of the affiliated academic institutions and the VA facility are nominated by letter from the chairperson of the Deans Committee to the VA facility Director. Nominees acceptable to the VA facility Director will be appointed.

(b) Representatives of the full-time (8/8ths) VA physician/dentist staff are nominated by a letter from the chairperson of the Deans Committee to the VA facility Director. Nominees acceptable to the VA facility Director will be appointed.

(c) Temporary appointments to Deans Committees for acting department chairperson at affiliated medical schools and acting chiefs of services at the VA facilities are made by a letter from the chairperson of the committee to the individual. All temporary appointments will terminate automatically when temporary appointees are replaced by permanent appointees.

(2) Nonvoting, Ex Officio Members

(a) The Director, Associate Director, Chief of Staff, and Chief of the Nursing Service of the affiliated the VA facility and others they may designate are ex officio members without vote and will be in regular attendance at Deans Committee meetings. The Committee should also include personnel involved in the administration of education and research, such as Associate Chief of Staff for Education and Associate Chief of Staff for Research and Development, and the Chiefs of the four major medical services (medicine, surgery, neurology, and psychiatry). Others may also be designated by the facility Director. Appointment is made by a letter from the Committee chairperson to the individual.

(b) Veterans service organizations representation is very strongly recommended. It is important that communications be maintained between affiliated academic institutions and the veterans service organizations. The facility Director is in a key position to establish such communication at the local level, and is encouraged to find effective ways of accomplishing this goal. A representative of the veterans service organizations should be appointed as an ex officio, nonvoting member of the Deans Committee by a letter from the chairperson to the individual. Representation of the consumers of VA health services should provide an important contribution to the overall understanding of VA's goals for patient care, education and research.

(3) **Other Participants.** At the chairperson's discretion other employees of VA, and representative members of VA house staff, may be invited to attend as participant/observers in order that their opinions may be considered. These participant/observers may attend regularly but they may not be voting members.

e. Appointment Procedures and Certificates of Appreciation

(1) Appointment Procedures

(a) **Chairperson.** The VA facility Director will acknowledge, by letter, the newly appointed Dean or Vice President of Health Affairs as chairperson of the Deans Committee (see app. 3A).

(b) **Members.** Nominees acceptable to the VA facility Director will be appointed by letter (see app. 3B). A copy of each appointment letter will be sent to the chairperson.

(2) **Certificates of Appreciation.** Retiring members of the Deans Committee may be presented VA Form 10-1075, Certificate of Appreciation. (see app. 3C). Because VA Forms and Publications Depot is unable to stock these Certificates in the limited number required, copy(s) may be requested from the Office of Academic Affairs (144F), FTS 373-3986.

f. Deans Committee Meetings

(1) **Site.** Deans Committee meetings should be held at the VA facility.

(2) **Frequency.** Meetings will be held regularly, and at least once each quarter.

(3) **Quorum.** All Deans Committee meetings must have a quorum in excess of 50 percent of the voting members including at least one full-time VA voting member.

(4) **Schedule.** The schedule for Deans Committee meetings to be held during the academic year must be published in the minutes of the first Deans Committee meeting of the academic year so that members can arrange to attend and thereby ensure a quorum.

(5) **Minutes.** The minutes of each Deans Committee meeting must include a list of the members present and absent. The title of each member shall be indicated. The names and titles of all persons substituting for regular members and the names of participant/observers must be included. The minutes shall report all matters discussed and all recommendations proposed, especially those related to the functions of Deans Committees as outlined below in subparagraph g. Two copies of minutes of each meeting of the Deans Committee will be forwarded promptly to the ACMD FOR ACADEMIC AFFAIRS (141). Minutes of the Deans Committee meetings are carefully reviewed to obtain information which will help support the educational interests of the VA facility. These minutes are distributed to Central Office services according to their potential interest in the matters discussed.

g. Subcommittees

(1) A Deans Committee associated with more than one VA facility may choose to designate a subcommittee to represent it in the conduct of affairs at a single facility. Members of a subcommittee will be nominated by a letter from the chairperson of the parent Deans Committee to the VA facility Director. Nominees acceptable to the VA facility Director will be appointed. The subcommittee is responsible to the parent Deans Committee in all its activities. The chairperson of a subcommittee will be a member of the parent Deans Committee; other members of a subcommittee may include other members of the Deans Committee and additional appropriate individuals. Reports of all subcommittee meetings will be appended to the parent Deans Committee minutes and forwarded to the ACMD for Academic Affairs (141).

(2) The Deans Committee may appoint ad hoc committees for the accomplishment of specific tasks or duties for which the Deans Committee is responsible. Such committees serve in an advisory capacity to the Deans Committee. The creation of these committees and the appointment of members do not require approval by the Chief Medical Director, but such activities will be reflected in the minutes of the Deans Committee's meetings which are sent to the ACMD for Academic Affairs (141).

(3) Members of the Deans Committee are not entitled to consultant or attending fees for participating in a meeting of the Deans Committee or for discharging any other Deans Committee duty. This does not preclude service by members as Consultants or Attendings within the facility at appropriate fee rates.

h. Functions. The Deans Committee:

(1) Cooperates with VA personnel in implementing medical and dental postgraduate training and student clinical clerkship programs in the VA facility and in determining their scope, organization, standards of performance, and the adequacy of facilities. It will advise and assist the VA facility in its effort to meet all accreditation requirements, make recommendations for correcting any deficiencies and resolving any problems, and cooperate in maintaining VA's participation in programs of medical education at a level at least equal in quality to those in the affiliated medical school(s).

(2) Takes a major role in helping VA to participate as an equal partner with the affiliated institutions.

(3) Nominates candidates for consideration by the Director for appointment as full-time and regular part-time physicians and dentists of the professional staff of the hospital, including the chiefs of services.

(4) Nominates candidates to the Director for appointment as the medical and dental attending and consulting staff and, in collaboration with the Director and Chief of Staff, formulates their schedule of attendance at the facility.

(5) With advice and concurrence of appropriate medical or dental school department chairpersons and VA chiefs of service, nominates to the Director candidates for graduate education and training in *various* medical and dental specialties in integrated educational programs.

(6) Collaborates with the Director, Chief of Staff, Associate Chief of Staff for Education and chiefs of clinical services in the supervision of training programs and the activities of the attending and consultant staff at the VA health care facility. Close cooperation with the VA facility's Education Committee is expected.

(7) Advises the Director and Chief of Staff on the appropriate use of house staff positions and other educational and research resources to meet the combined needs of the VA medical center and the affiliate(s) within the limits of each institution's laws and regulations.

(8) Advises the Director on research activities and the integration of research programs with other facility activities through interaction with the VA facility's Research and Development Committee.

(9) Advice and guidance on educational programs of the nonphysician/dentist health related professions are within the purview of the Deans Committee. However, when such educational programs are considered by the committee, voting representation from the concerned affiliated school(s) and the VA facility's educational program staff is required.

3.03 MEDICAL ADVISORY COMMITTEE

a. **Purpose.** In facilities not affiliated with medical or dental schools, a Medical Advisory Committee may be established to serve in a manner similar to the Deans Committee. Such a committee should promote effective and mutually advantageous education and training relationships between the facility and the health professions and institutions of the community.

b. Establishment and Composition

(1) On approval by the Chief Medical Director of the establishment of a Medical Advisory Committee, the VA facility Director will appoint members.

(2) Insofar as practicable, policies governing the VA medical school relations (ch. 2) and Deans Committee activities (par. 3.02) will be observed.

(3) Members of the Medical Advisory Committee are encouraged to serve as consultants and attending physicians within the VA facility. However, members of the Medical Advisory Committee are not entitled to consultant or attending fees for attending a meeting of the Medical Advisory Committee or for discharging any other duty of the committee.

(4) Physician membership on this committee is required. In addition, representatives may be selected from among nonphysician health professional schools which conduct training programs in the VA health care facility. In such situations, the committee will deal comprehensively with the educational programs conducted under VA auspices in these areas.

3.04 ASSOCIATE CHIEF OF STAFF FOR EDUCATION

a. Policy and Scope

(1) The Chief of Staff has specific responsibilities to education and training programs (see M-00-1, pt. X, par. 1012.1). In selected circumstances, the size and complexity of these programs may require assignment to a specifically qualified physician, dentist, or other professional, such as, an ACOS (Associate Chief of Staff) for Education.

(2) The person assigned as ACOS for Education will be responsible for overall cognizance, guidance, coordination and evaluation of appropriate facility education activities. At a minimum, the ACOS for Education will be responsible for identifying training needs and opportunities; coordinating the preparation, local approval and submission of educational proposals and requests to Central Office; and managing and utilizing facility educational resources. The ACOS for Education will be directly responsible to the Chief of Staff. The ACOS for Education will be a member of the Hospital Education Committee and will serve as the VA facility RMEC (Regional Medical Education Center) liaison. The relationship to Central Office will be that of field representative of, and advisor to the ACMD for Academic Affairs.

(3) No commitment to establish or fill a vacant, previously approved, ACOS for Education position (Title 38 or Title 5) will be made without obtaining written approval from the Associate Deputy Chief Medical Director (10B/14), VA Central Office.

b. Establishment of the Position. Proposals to establish an ACOS for Education position or to retain a vacant, previously approved position, may be submitted at any time to the Associate Deputy Chief Medical Director (10B/14) through the appropriate Regional Director (IOBA__) and will include the following:

A summary of the facility's present education and training activities. At a minimum, the summary should address:

- (1) Postgraduate and inservice training funds
- (2) Assignment of education space
- (3) Centrally supported instructors
- (4) Learning resources---library, medical media, and CCTV
- (5) Affiliation agreements:
 - (a) New
 - (b) Evaluation of existing
- (6) Medical/Dental education programs:
 - (a) Student
 - (b) Resident

(7) Nursing education programs:

(a) Inservice

(b) Affiliated

(8) Associated health professions education programs:

(a) Inservice

(b) Affiliated

(9) Continuing education programs

(10) Patient education programs

(11) Initiation, review, and monitoring of education proposals

(12) Committee functions relating to education

(13) Coordination with the personnel officer on training matters (see MP-5, pt. 1, ch. 410, par. 4d)

(14) Orientation of new students and staff

(15) Relationships with Regional Medical Education Centers and other Academic Affairs Continuing Education Field Units

(16) Relationships with VA Central Office Education Programs

(a) Specify which of the above activities currently exist or are anticipated, and which are to be delegated to the ACOS for Education

(b) Where the activity is not delegated to the ACOS for Education, describe the local circumstances which militate against such delegation

(c) A statement of how the Chief of Staff intends to carry out direction and coordination functions for activities not delegated to the ACOS for Education

c. Position Approval Procedures

(1) The Associate Deputy Chief Medical Director will coordinate with the ACMD for Academic Affairs (14D). A decision will be based on the proposal and other pertinent data obtained from regular facility reports to VA Central Office on clinical, research, and educational activities having a bearing on the suitability of the facility as a locus for the placement of an ACOS for Education position.

(2) The decision will be one of the following:

(a) Complexity of the facility's education and training program, current or proposed, does not warrant the position of ACOS for Education at the present time.

(b) An ACOS for Education position may be established if the facility will provide the funds and FTEE for the position, including secretarial and space needs.

(c) An ACOS for Education position may be established with funds and FTEE provided by Academic Affairs with secretarial support and space needs provided by the facility.

(d) An ACOS for Education and secretarial position may be established with funds and FTEE provided by the ACMD for Academic Affairs, and auxiliary support by the facility.

d. Position Management. Academic Affairs resources (FTEE and funds) to support ACOS for Education positions are limited. Consequently, when a previously approved and funded position is vacant, the ACMD for Academic Affairs may withdraw salary funds and/or FTEE on a nonrecurring basis until the position is filled or, if circumstances warrant, the ACMD for Academic Affairs may withdraw the position funding and FTEE from the facility.

e. Nomination Procedures. The following procedures apply both to newly approved and previously approved vacant positions:

(1) The person recommended for appointment must be a highly qualified professional, well regarded by academic peers, a member of an academic department and consequently knowledgeable in current practice and policies of education and training of health professionals, and familiar with contemporary patterns of health manpower utilization. To demonstrate these qualifications, the candidate must be qualified for and receive or retain a suitable faculty appointment in the appropriate affiliated institution.

(2) Requests for approval to appoint a specific individual to fill the approved ACOS for Education position will be addressed to the ACMD for Academic Affairs (10BA_/14D) and will contain the candidate's curriculum vitae, including Social Security Number and birth date, a statement of the proposed responsibilities, a statement of acceptance of the candidate by the Deans Committee, or similar body if appropriate, and the title of the faculty appointment, the proposed grade, date, and type (full-time, 7/8 time, etc.) of appointment, and for physicians, a copy of the Board action plus a copy of the completed licensure certification form. If the facility has received approval of an ACOS for Education with Academic Affairs support, the request for approval of the specific candidate should include a request for the funding and FTEE.

(3) In all requests for approval of a candidate, Academic Affairs (14D) will make arrangements as required for interviewing candidates. If the candidate is approved, all provisions of the VHS&RA Manual M-8, Academic Affairs, as it pertains to the ACOS for Education will apply.

f. Position Centralization

(1) The position of ACOS for Education, when filled by a Title 38 appointee, is centralized to the Chief Medical Director.

(2) When filled by a Title 5 appointee at the GS-14 level, the position is centralized for classification purposes and may be titled ACOS for Education or Coordinator of Allied Health Training as specified by the ACMD for Academic Affairs.

(3) All personnel actions will be in accordance with VHS&RA Supplement, MP-5, part I, chapter 250, and VA medical center is responsible for following current employment practices regarding physician licensure verification and pre-employment screening with Federation of State Medical Boards.

3.05 HOSPITAL EDUCATION COMMITTEE

a. General. Directors of VA health care facilities are responsible for oversight of the education and training programs at their facilities.

b. **Functions.** The following functions are associated with this responsibility:

- (1) Assuring that educational activities are conducted under the highest possible educational standards and in a coordinated manner.
- (2) Obtaining advice from facility staff in all matters concerning the education and training programs at the facility.
- (3) Determining the need for and involvement of staff elements in the education and training programs of the facility.
- (4) Maintaining and improving VA relations with affiliated medical and dental schools and with other educational institutions and organizations.
- (5) Allocating and utilizing available resources, and assessing the appropriate utilization of all Postgraduate and Inservice Training Program funds and other continuing education support.
- (6) Reviewing and recommending approval/disapproval of (a) acceptance of gifts or donations offered for education purposes to the General Post Fund, and (b) trips using earmarked General Post Funds for education (see par. 1.07).
- (7) Reviewing and evaluating the effect of the education and training programs on the quality of patient care.
- (8) Maintaining close liaison between relevant intra-VA education and training activities and the Deans Committee or Medical Advisory Committee.

c. **Structure**

- (1) A Hospital Education Committee for advising the Director, through the Chief of Staff who acts as full assistant to the facility Director in the direction and coordination of education activities (VA Organization Manual M-00-1, pt. X, par. 1033.1), is the appropriate way to carry out the functions listed in paragraph 3.05(b) above. However, if circumstances dictate, an existing committee may serve the functions of a Hospital Education Committee. The use of such a committee may be approved by submitting a request to the ACMD for Academic Affairs. An approval document will serve as authority against audit exceptions based on manual requirements.
- (2) When the functions of the Hospital Education Committee are carried out through some other approved committee, the deliberations of that committee as regards the education and training functions (subpar. b above) will be maintained completely separate and distinct from other committee responsibilities as to timing of discussions within the overall agenda and minutes of the meeting. These education and training items and actions will be filed and maintained separately for ease of review.
- (3) In any circumstance, appropriate involvement and coordination is necessary with other existing facility resources, such as the Training and Development Committee. (See MP-5, pt. I, ch. 410.) The Chief of Staff will be responsible for providing close VA health facility liaison with the Deans Committee or Medical Advisory Committee.

d. **Organization and Membership.** The facility Director will appoint and select the membership based on their individual experience and knowledge of education and training, and understanding of the relationship between education and training and the provision of patient care. The Hospital Education Committee will include a chairperson, customarily the ACOS for Education, and executive secretary, and a sufficient number of members to assure appropriate representation to reflect the facility patient care and education mission.

e. **Duration of Appointment.** Appointment periods will be determined with careful consideration for adequate rotational opportunities and continuity.

f. **Meetings.** The Hospital Education Committee (or other approved committee) will meet no less frequently than once each quarter. Minutes of all meetings, including recommendations, will be prepared by the executive secretary for the approval of the committee and be retained for record and reference purposes and disposed of in accordance with VHS&RA Records Control Schedule 10-1. Recommendations will be forwarded through the Chief of Staff to the Director for consideration.

g. **Subcommittee Structure.** The Hospital Education Committee (or the facility Director if another committee has the functional responsibility for advising the Director and Chief of Staff on education and training activities) shall establish subcommittees as warranted by the size and complexity of program activities. Examples of areas which may be considered include "continuing education" and "learning resources." Where subcommittees are established, they will be advisory to the parent committee, and each subcommittee will include at least one member of the parent committee.

h. **Combined Hospital Education Committee and Research and Development Committee (Research and Education Committee).** There may be a limited number of facilities in which levels and scope of education and research and development activities may not justify the establishment of separate Hospital Education and Research and Development Committees. When these conditions exist, the Director may establish a combined Research and Education Committee to carry out both sets of functions. Membership on the combined committee will adequately represent activities existing at the facility normally under the jurisdiction of each of the separate committees. Whenever such a decision is reached, the Director will submit a justification and committee composition to the ACMD for Academic Affairs and the ACMD for Research and Development.

3.06 VA AND NON-VA INSTRUCTORS AND CONSULTANTS

a. VA staff who are competent in the practice of specific health disciplines and in the principles of education will instruct trainees accepted from affiliated institutions or agencies. Faculty members of the affiliated institutions or agency may be accepted by the VA facility as field instructors in the interest of improving the quality and scope of the clinical experience. In the latter instance, appointments of faculty members who are fully compensated as defined by the affiliated institution will be on a without compensation basis for VA purposes when engaged in education and training in the field of the associated health professions and occupations. (See VHS&RA Supplement, MP-5, pt. II, par. 2.19.) This restriction will not apply to the health profession fields of medicine and dentistry.

b. The development and establishment of the overall objectives of training programs are the primary responsibility of the affiliating institution. VA staff will be involved in this process to the maximum extent.

SAMPLE LETTER ACKNOWLEDGING NEW CHAIRPERSON

VA SEAL

DEPARTMENT OF VETERANS AFFAIRS

City, State, Zip

NAME, M.D.

Dean

University of

City, State, ZIP

Dear Dr. _____:

Congratulations on your appointment as (Dean/Vice president for Health Affairs) at the (University/College of _____).

Since 1946, partnerships between VA medical centers and academic institutions have been a benefit to students and veteran patients alike. The Deans Committee is of great importance in maintaining the highest quality of care in our affiliated medical centers. The Committee is organized to provide me with the best available medical, scientific, and educational advice and guidance.

Responsibilities of the Committee include cooperation between the two organizations to establish high quality programs of medical treatment and hospital care to guarantee the best training of students and the best care of patients. The Committee nominates physicians to serve as attending and consulting staff, part-time staff, full-time staff, and residents to rotate through VA services.

In this partnership, the VA medical center will be responsible for patient care and the (University/College) for the education of its students and residents. However, in practice we share these responsibilities and must remain vigilant in maintaining a balance between our respective missions to ensure that both are served.

We are honored to have you serve as Chairperson of the Deans Committee of this medical center and look forward to your participation in the partnership.

On behalf of myself and the Chief Medical Director, we extend to you warmest wishes in this new role.

Sincerely,

Director

NOTE: Letter to new chairperson will include the language of the pattern paragraphs presented above. The letter may be further "personalized" as local circumstances warrant.

SAMPLE LETTER TO APPOINT MEMBERS OF DEANS/MEDICAL ADVISORY COMMITTEE

VA SEAL

DEPARTMENT OF VETERANS AFFAIRS

City, State, Zip

NAME, M.D.
Chairman, Department of
University of
City, State, ZIP

Dear Dr. _____:

On behalf of the Chief Medical Director, it is my pleasure to appoint you (to membership/to represent the Veterans Organizations, American Legion, etc./as (a/the) full-time clinical staff member) on the (Name of University/College)/VA Medical Center, (City, State) (Deans/Medical Advisory) Committee.

Since 1946, partnerships between VA medical centers and academic institutions have been a benefit to students and veteran patients alike. The (Deans/Medical Advisory) Committee is of great importance in maintaining the highest quality of care in our affiliated medical centers. The Committee is organized to provide me with the best available medical, scientific, and educational advice and guidance.

Responsibilities of the Committee include cooperation between the two organizations to establish high quality programs of medical treatment and hospital care to guarantee the best training of students and the best care of patients. The Committee nominates physicians to serve as attending and consulting staff, part-time staff, full-time staff, and residents to rotate through VA services.

In this partnership, the VA medical center will be responsible for patient care and the (University/College) for the education of its students and residents. However, in practice we share these responsibilities and must remain vigilant in maintaining a balance between our respective missions to ensure that both are served.

We are honored to have you serve on the (Deans/Medical Advisory) Committee of this medical center and look forward to your participation in the partnership.

Sincerely,

Director

cc: Chairperson

NOTE: Letter(s) to new members will include the language of the pattern paragraphs presented above, completed to meet the nature of the appointment. The letter(s) may be further "personalized" as local circumstances warrant.

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CERTIFICATE FOR PRINTING PURPOSES!

CHAPTER 4. PROFESSIONAL ACTIVITIES

4.01 PUBLICATION OF PROFESSIONAL PAPERS

a. Policy

(1) The preparation and publication of professional papers pertaining to education matters by VA employees is encouraged as a vehicle for contributing to the advancement of professional education and practice within VA and the health care community.

(2) Directors will have basic authority to review and approve professional papers in accordance with the procedures outlined below. Each Director will ensure that (a) the privacy of patients is preserved and any disclosure of personal information is in accordance with the provisions of the Privacy Act and other appropriate laws, and (b) VHS&RA or facility policy is accurately reflected.

(3) The identity of the patient will not be disclosed in any paper. When photographs of the recognizable features of any patient are to accompany the article, the written consent of the patient, or if mentally incompetent, of a guardian or nearest relative, must be obtained and submitted with the request for approval. VA Form 10-3203, Consent for Use of Picture and/or Voice, or 10-2723, Request for Medical Media Production Service, will be completed in accordance with MP-1, part I, chapter 4.

(4) Theses or projects required in partial fulfillment of academic requirements and/or in which VA information, records, or patients are to be used by trainees will be cleared at their inception and completion by the chief of the professional or technical unit concerned. (See CFR 1.500 through 1.527 and 1.575 through 1.584.)

b. Procedures

(1) The facility Director will determine suitable administrative review procedures for papers prepared by members of the staff (including attendings and consultants if VA matters are involved). These procedures will reflect and implement current regulations designed to protect VA, its personnel, and its patients. Acknowledgment of VA support can follow the usual format of the publication in which it appears. It must, however, ensure proper recognition of VA's provision of educational facilities, salary support, or payment of other costs.

(2) The Director is encouraged to rely on established editorial expertise and publication practices of recognized scientific journals to evaluate the substantive content of professional contributions pertaining to education. However, when the nature of the paper or the local situation warrants, the Director should seek the advice of competent advisors on the staff, including the Hospital Education Committee. If such advice is not available or obtainable, the Director will refer the paper to Central Office for review and recommendation. Address requests to the **ACMD for Clinical Affairs (11)**.

4.02 TEACHING AND CONSULTATION

To enhance the credentials and qualifications and improve the professional proficiency of VHS&RA staff, and to improve VA relations with other health-oriented organizations, agencies, and institutions, teaching and consultation for remuneration by full- and part-time staff personnel is encouraged within prescribed limits. The policies and procedures outlined in MP-5, part II, chapters 7 and 13, and VHS&RA supplements thereto, will be followed.

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CHAPTER 5. REPORTS OF ACADEMIC AFFAIRS ACTIVITIES IN VA HEALTH CARE FACILITIES

5.01 REPORT OF VHS&RA HEALTH SERVICES TRAINING (RCS 10-0161)

This report provides information on the training conducted by health care facilities during the year, and relationships with academic and other cooperating institutions. The report covers all persons who received health services training during the fiscal year including those receiving designated Central Office Education and Training funds and those appointed on a WOC (without monetary compensation) basis. (See M-8, pt. II, ch. 6.)

5.02 REPORT ON VA MEDICAL, OSTEOPATHIC AND DENTAL TRAINING PROGRAMS (RCS 10-0023)

This report provides quantitative and qualitative information relating to residency, internship, and clinical clerkship programs; and serves as a self-appraisal vehicle for health facilities. Instructions for this report will be issued annually.

5.03 REPORT OF MEDICAL MEDIA PRODUCTION ACTIVITIES (RCS 10-0012)

This report supplies quantitative and qualitative data required for program evaluation of medical media production activities at field facilities. (See M-8, pt. III, ch. 3.)

5.04 REPORT OF LIBRARY SERVICE (RCS 10-0020)

This report supplies quantitative and qualitative data required for program evaluation of library activities field facilities. (See M-8, pt. III, ch. 4.)

5.05 POSTGRADUATE AND INSERVICE TRAINING ACTIVITIES (RCS 10-0163)

This report supplies quantitative and qualitative information about postgraduate and inservice training activities at field facilities. It also provides a mechanism through which each facility can review and assess such activities. Instructions for this report will be issued annually.

5.06 TRAINEE SUPPORT IN ASSOCIATED HEALTH PROFESSIONS AND OCCUPATIONS AFFILIATED EDUCATION PROGRAMS FOR THE FISCAL YEAR (RCS 10-0143)

This report provides information to aid in the preparation of fiscal year budgets for associated health professions and occupations trainees. Instructions relating to this report will be issued annually.

5.07 ALLOCATION OF RESIDENCY POSITIONS: ACADEMIC YEAR (RCS 10-0144)

This report provides Central Office with estimated house staff requirements and related information. Instructions for this report will be issued annually.

5.08 SUBMISSION OF INFORMATION RELATING TO THE MANAGEMENT OF AUDIOVISUAL ACTIVITIES (IRCN'S 0151-GSA-AN AND 0152-GSA-AN)

This following interagency will be prepared and submitted to the ACMD for Academic Affairs (142B), in accordance with the policies and requirements of OMB Circular A-114 (April 13, 1978), "Management of Federal Audiovisual Activities":

- a. Standard Form 202, Federal Audiovisual Production Report (FAPR), IRCN 0151-GSA-AN.
- b. Standard Form 203, Annual Audiovisual Report, IRCN 0152-GSA-AN.

CERTIFICATE FOR PRINTING PURPOSES!

5.09 HOUSE STAFF POSITIONS, FUNDS AND FTEE FOR THE ACADEMIC YEAR (RCS 10-0145)

This report provides information on all medical and dental house staff recruited for VA component of the specified academic year, and funds and FTEE required to support these positions for the fiscal year encompassed by the academic year. Instructions relating to this report will be issued annually.

5.10 ACCEPTANCE OF GIFTS AND DONATIONS IN CASH OR IN KIND BY VHS&RA EMPLOYEES IN CONNECTION WITH OFFICIAL TRAVEL (RCS 10-0146)

This report provides Central Office with information relating to employee acceptance of gifts and donations in connection with official travel approved by the facility Director. (See M-8, pt. V, ch. 9.)

5.11 VHS&RA REPORT OF FOREIGN TRAVEL (RCS 10-0157)

This report provides information on approval/disapproval of requests for foreign travel, including Canada and Mexico. (See M-8, pt. v, ch. 6.)

5.12 CONTINUING EDUCATION FIELD UNIT REPORTING SYSTEM (RCS 10-0148 through RCS 10-0155)

These reports provide Academic Affairs information relating to the operation of Continuing Education Field Units supported by VHS&RA. Instructions relating to these reports are contained in the "Continuing Education Field Unit Reporting System" provided to each unit.

5.13 VHS&RA REPORT ON SHARING MEDICAL INFORMATION SERVICES (RCS 10-0156)

This report provides information on agreements between individual VA health care facilities and the local medical community for exchanging medical information services. Instructions relating to this report will be issued annually.

5.14 REPORT OF EXHIBIT SHOWING (RCS 10-0160)

This report provides Central Office a narrative evaluation of exhibit showings. Instructions for completing this report accompany authorization and/or funding for the exhibit(s).